

Gladstone Regional Council Customer User Guide to Online Services

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Registering for Online Services

Most services available online can be accessed by a public user and does not require customers to sign in as a registered user.

Some of the benefits of becoming a registered user are;

- View rates and water payment history, rates and water charges and access copies of notices
- View accounts including outstanding accounts and account history
- Use "My Applications" to view applications lodged with Council and the current status
- Use "My Requests" to view Customer Service requests lodged and the current status

To register for online services visit www.gladstone.qld.gov.au/OnlineServices then select the register for online services Icon and follow the prompts. As pictured below;





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Update Animal Details

Click on the icon to edit your partially entered online registration or update Animal details such as:

- Changed address;
- Moved council location Passed away;

- Changed ownership: Update desexing/microchip details.
- Request for replacement registration tag.



Bin Collection Day

Search for a Property and view the garbage bin collection day on Council's mapping system



Applications

Click on the icon to lodge an application. There are many Application types available, such as:

- Lilley's beach vehicle permits
- Building and plumbing,
- Development applications.
 Driveways, Works on Roads.
- Water Services Applications,
- Cemetery Applications. Council Searches (Registered Users Only)



Application Enquiry

Click on the loon to make an application enquiry.

Registered Users can monitor the progress of their applications by clicking here, signing in and going to 'My Applications'.

For development applications please use the following link to view your applications Planning/Miscellaneous Applications -

Click Here



Click on the Icon to lodge a licence application. There are many Application types available, such as;

- Temporary Food Stalls, Transfer of Licence,
- Amendment of Licence.
- Skin Penetration
- Health Compliance Searches(Registered Users Only



Licensing Enquiry

Click on the icon to make a licensing enquiry

Registered Users can monitor the progress of their licences by clicking here, signing in and going to 'My Licences'



Register for Online Services

Click on the icon to register for online services.



Sign In

Click on the icon to sign in.



Property Enquiry

Search for properties and view the real property description (lot on plan) and area.

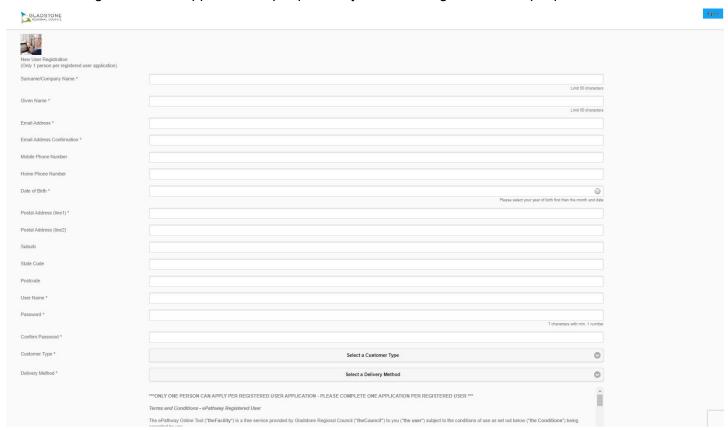


Completing New User Registration details

The fields with a * means they are mandatory and your application to become a registered user will not be submitted until they are completed.

Applications to become a registered user are verified by Council officers before being approved therefore registered users cannot sign in until details have been matched and verified. Once this is completed you will be advised by email.

In order to become a registered user, applicants must provide the correct information that matches Council records. A registered user application is per person, you cannot register as multiple persons.



Once the application has been submitted, you will receive an email confirming your application has been lodged. The email will also advise you that you will be unable to sign in until a Council officer matches your details in our system. This can generally take up to 2 working days.

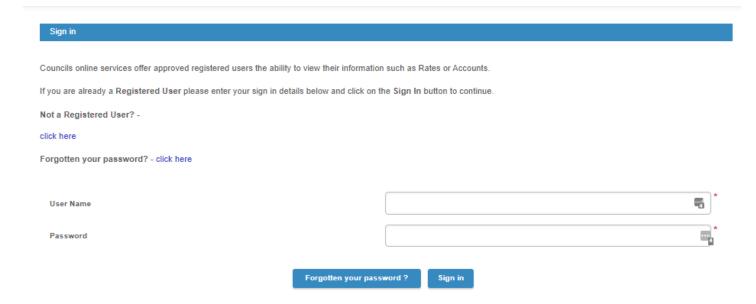
Once you receive an email advising your application is successful, you can sign in.





Signing in as a registered user for Online Services

Go to online services - www.gladstone.qld.gov.au/OnlineServices click on the 'Sign In' Icon or go to top right hand corner of page and select Sign in. Enter your username and password. If you have forgotten your Username, please contact Council on (07) 4970 0700.



Forgotten password - Registered User Online Services

Go to the Sign in page for online services and select the 'Forgotten your password?' red link at the bottom right hand side of the page.

Forgotten your password ?

Complete the User Name and email address - a new password will be emailed to you. If you have forgotten your username please contact Council on (07) 4970 0700.



| * indicates that the field is mandatory. | | | |
|--|--------------------|--|--|
| Forgotten your Password | | | |
| Please complete the following details and click Next to submit your request. Once your details have been verified you will receive an email with your new password. | | | |
| User Name • | joesmith | | |
| Email Address • | joesmith@email.com | | |
| N | ext | | |

Changing password - Registered User Online Services

Sign in as normal using your current password. Once you are successfully signed in you will see 'Change Password' at the top right hand corner of your screen. If on a mobile device it may appear in your menu options under 'Other'.

Complete the current password, new password and confirm new password then select the next button and your password will be changed.

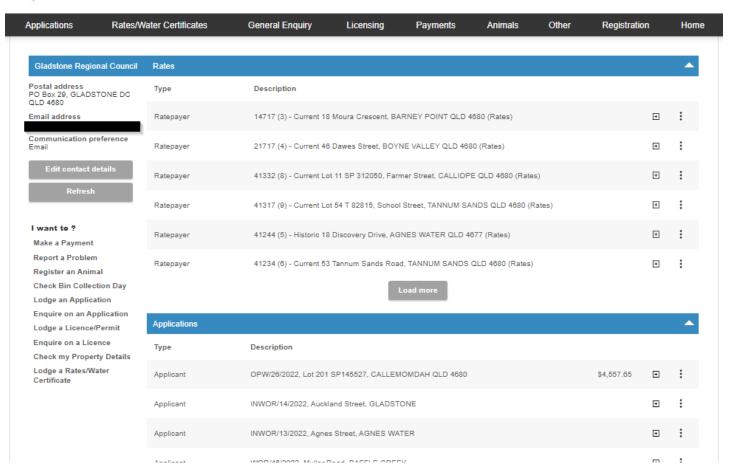
Viewing Rates information as a Registered User

Go to online services - www.gladstone.qld.gov.au/OnlineServices and sign in. You will be presented with your HOME page. This is a overview of your dealings with Council both former and present. It will show you items like your current and formal property addresses in the region; associated Rates, any Applications or Licences lodged and any outstanding balances you may have

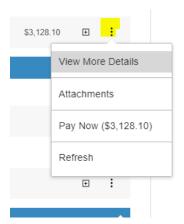






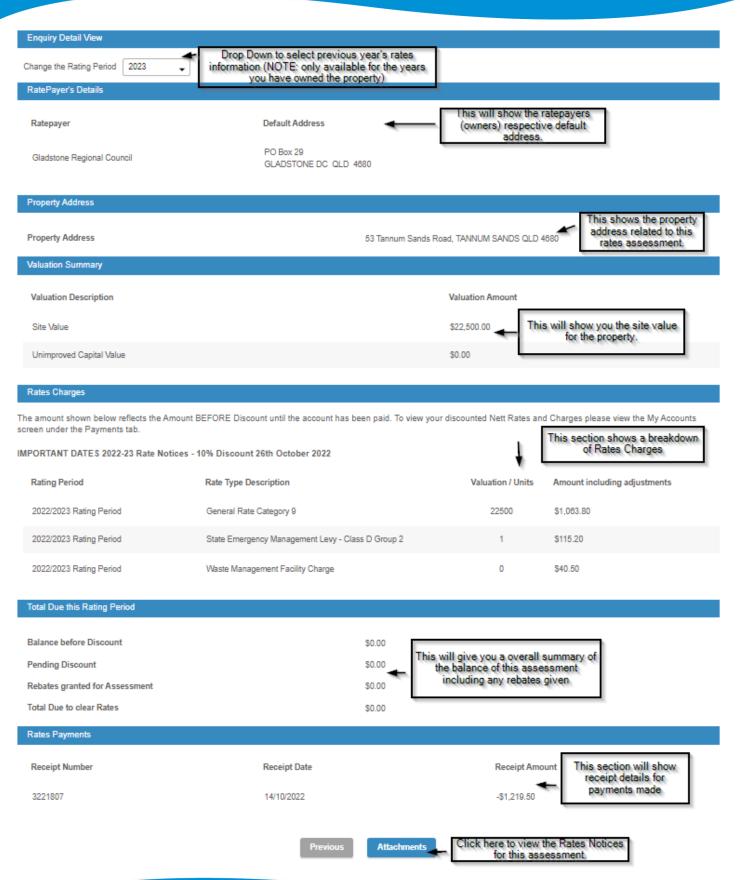


From this screen you can use the drill out options to view more information, attachments, make payment and other items depending on the type you select





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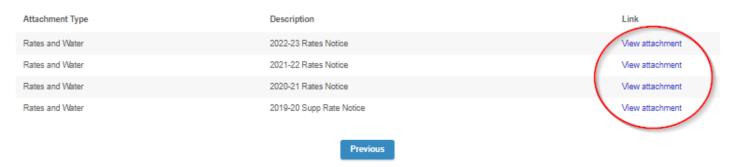
Viewing Rates Notices Online - Registered User

Sign in and go to Rates Enquiry. Select the property you wish to view the Rates Notice for (Registered Users can only view Rates Notices for properties they currently own).

Click in the Attachments button at the bottom of the page

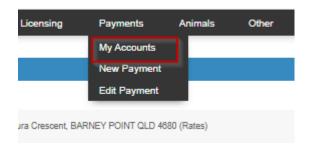
Attachments

You can see all rates notices for that property since Rates Cycle 2009-10. Click on the link to view, save or print your Rates Notice.



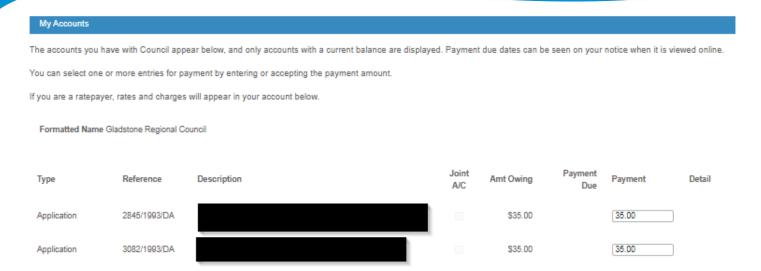
Viewing Accounts - Registered User

Sign in and go to the Payments Tab across the top, drop down and select My Accounts.



A balance of your outstanding accounts will show here





To pay the accounts select the Proceed to checkout button located at the bottom of the screen. This will take you straight to checkout to make payment.

If you have no accounts outstanding your screen will show 0 accounts found. To view accounts in credit or previous accounts, select the 'Show All' accounts button.







Making Online Payments

IMPORTANT DATES 2022-23 Rate Notices 10% Discount ends 26th Oct 2022.

Customers can make the following secure online payments using almost any device at any time;

- Rates and Water
- Animal Registration Renewal/Lapsed Registration
- Trade Waste Consumption
- Infringements
- Licences
- Sundry Invoices and More

A customer can make any of the above payments as a public user of the website and does not need to sign in as or become a registered user.

To make a payment visit www.gladstone.qld.gov.au/OnlineServices then select the online payments Icon and follow the prompts. As pictured below

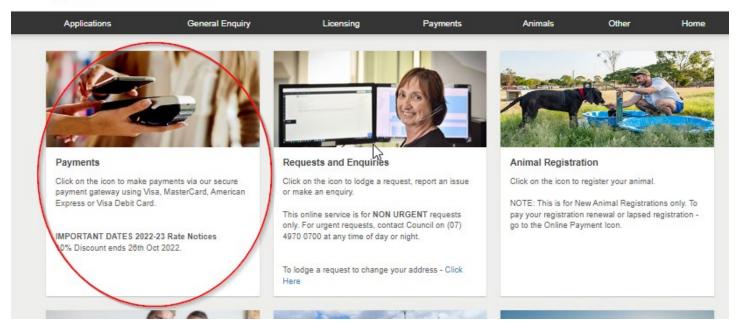




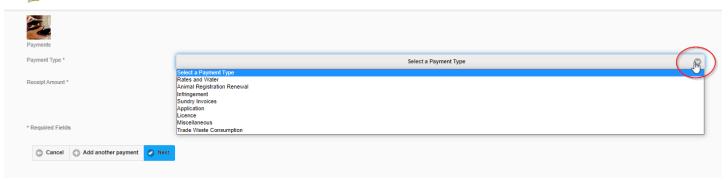
CUSTOMER USER GUIDE







GLADSTONE REGIONAL COUNCIL

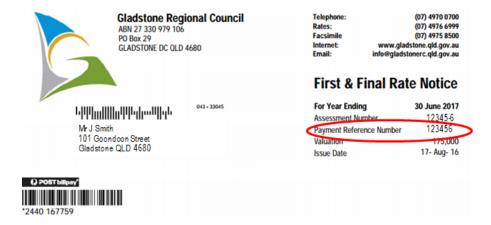


GLADSTONE

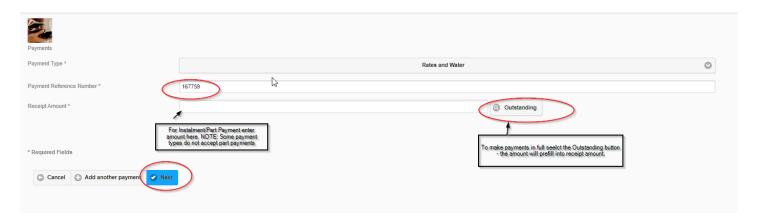




Customers will need a payment reference number to make a payment. The payment reference number is entered without a space or a dash. The payment reference number is usually found on your invoice/notice from Council, however should you require assistance with your payment reference number you can contact Council on (07) 4970 0700.



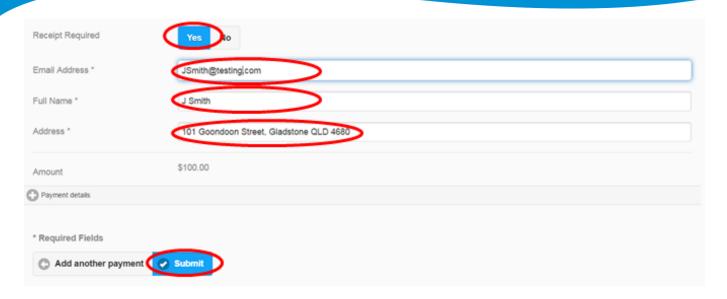
Some payment types such as rates and water, will allow instalments or part payments, ratepayers can also make payments in advance. Due dates still apply. Enter the amount <u>without</u> a dollar (\$) sign or any characters. Most payment types require the amount outstanding to be paid in full. To pay the full amount, select the "Outstanding" button and the amount will prefill into the receipt amount field.



The customer can select yes or no for receipt required. If yes, complete the required details and a receipt will be emailed to the address provided.

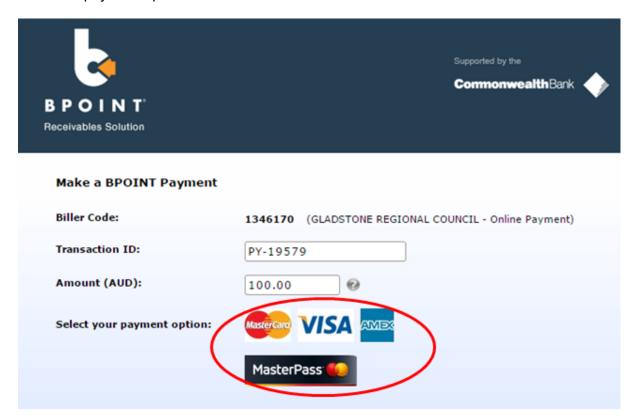


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At this point another payment can be added by selecting "Add another payment" and following the same steps. Once submitted this will take the customer to the payment gateway - Commonwealth Bank BPOINT. **NOTE:** Commonwealth bank requires it's users to have cookies enabled. For users that have high security settings, payments using this site may not be processed and result in an error message.

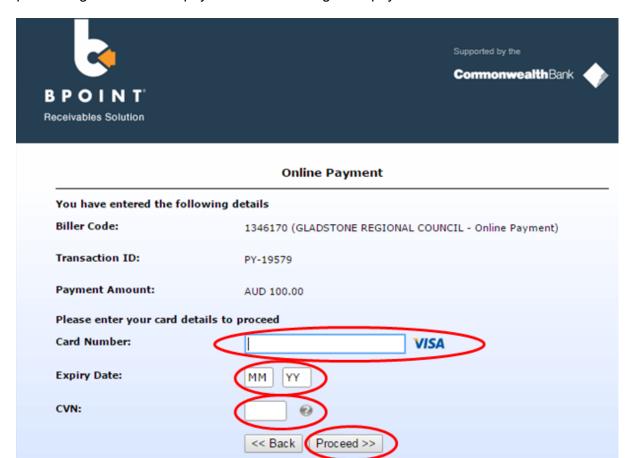
Select the payment option



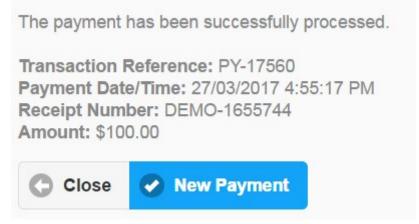
Enter the Credit Card number, Expiry Date, CVN then proceed.



NOTE: Do not exit out of payment until the successful payment message shows. Exiting out of payment while processing will result in a payment error message and payment will not be made.



The successful payment message will show a transaction and receipt number for reference.







Applications

Click on the icon to lodge an application. There are many Application types available, such as;

- Lilley's beach vehicle permits,
- Building and plumbing,
- Development applications,
- Driveways, Works on Roads,
- Water Services Applications,
- Cemetery Applications,
- Council Searches (Registered Users Only)

Applications Online

Customers can lodge the following applications online with Council;

- Lilley's Beach Vehicle Permits
- Building and Plumbing
- Planning
- Miscellaneous Development Services Applications
- Driveway
- · Works on Roads
- Water/sewerage
- Sub Meters
- Mobile standpipe and Standpipe key hire

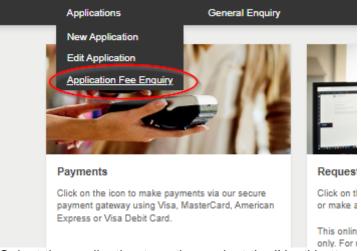
A customer can lodge any of the above applications as a public user of the website and does not need to become a registered user. However it is easier to track the progress of your application if you are a registered user.



Application Fee Enquiry

Applicants can enquire on fees by going to the Application Fee Enquiry menu option.





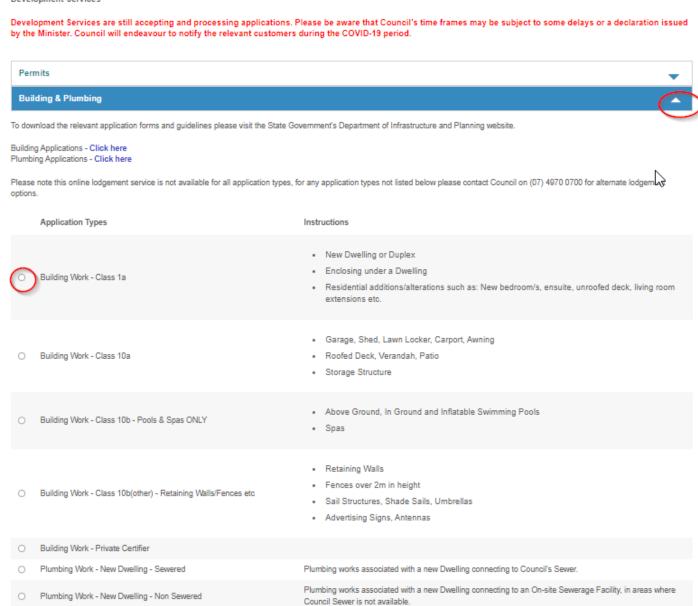
Select the application type then select the 'Next' button. Use the arrow to the right of each heading to expand and see the applicable applications available



Select Application Type

Below is a list of the Application types that you can lodge online. Please select the required application type and click the Next button to continue

Development Services



Enter the details requested then select the 'Next' button



| * indicates that the field is mandatory. Fee Enquiry Page | | | |
|--|-----------|--|--|
| Please enter the information requested below and then click the Next button to continue this will calculate the fee estimate. If you wish to lodge an application, please use the 'New Application' option. For any enquiries, please contact Council on (07) 4970 0700. | | | |
| Fee Enquiry Fields | | | |
| Total area of proposed building work (m2) • | 500 | | |
| Total \$ Value * | 30000d | | |
| Previo | Next Next | | |

A fee estimate will show on the screen.

IMPORTANT NOTE: The fee calculation is generated based on the information entered and is an estimate only. Some application types are not payable upon lodgement therefore the fee enquiry will show as \$0, this is not indicative of the applicable fee and you are required to Contact Council.

| | Application Fee | |
|----|--|---|
| Tł | e fee calculation is generated based on the information entered and is an estimate only. | Please contact Council on (07) 4970 0700, for applicable fees. |
| | DTE: Some application types are not payable upon lodgement therefore the fee enquiry ouncil. | will show as \$0 this is not indicative of the applicable fee and you are required to Contact |
| | Application Type | Building Work - Class 10a |
| | Lodgement Fee | \$780.00 |
| | | |



Lodging an Application

To lodge an application visit www.gladstone.qld.gov.au/OnlineServices.



NOTE: Before commencing your online application lodgement; Most applications require mandatory attachments (PDF) to be submitted with the application. Your application will not be accepted online without these attachments.

Select the Applications Icon or tab and follow the prompts.



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BIGN IN REGISTER GRC HOME

General Enquiry

Payments

Click on the icon to make payments via our secure payment gateway using Visa, MasterCard, American Express or Visa Debit Card.

IMPORTANT DATES 2022-23 Rate Notices 10% Discount ends 26th Oct 2022.



Requests and Enquiries

Click on the icon to lodge a request, report an issue or make an enquiry.

This online service is for NON URGENT requests only. For urgent requests, contact Council on (07) 4970 0700 at any time of day or night.

To lodge a request to change your address - Click



Animal Registration

Click on the icon to register your animal.

NOTE: This is for New Animal Registrations only. To pay your registration renewal or lapsed registration go to the Online Payment Icon.



Update Animal Details

Click on the icon to edit your partially entered online registration or update Animal details such as:

- Changed address;
- Moved council location;
- Passed away;
- Changed ownership;
- Update desexing/microchip details;
- Request for replacement registration tag.



Bin Collection Day

Search for a Property and view the garbage bin collection day on Council's mapping system



Applications

Click on the icon to lodge an application. There are many Application types available, such as;

- Lilley's beach vehicle permits.
- Building and plumbing,
- Development applications,
- Driveways, Works on Roads, - Water Services Applications.
- Cemetery Applications,
- Council Searches (Registered Users Only)



Application Enquiry

Click on the Icon to make an application enquiry.

Registered Users can monitor the progress of their applications by clicking here, signing in and going to 'My Applications'.

For development applications please use the following link to view your applications

Planning/Miscellaneous Applications -



Click on the Icon to lodge a licence application. There are many Application types available, such as;

- Food Licence.
- Temporary Food Stalls,
- Transfer of Licence, - Amendment of Licence
- Commercial Activity,
- Skin Penetration
- Health Compliance Searches(Registered Users



Licensing Enquiry

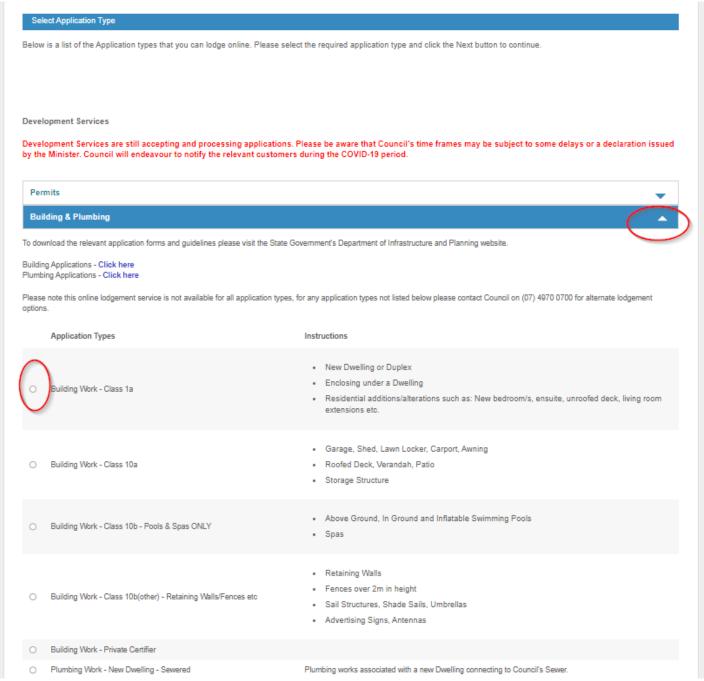
Click on the icon to make a licensing enquiry

Registered Users can monitor the progress of their licences by clicking here, signing in and going to 'My Licences'.

Choose application type by using the arrow to the right of each respective heading then clicking in the circle and answer questions. Refer to instructions throughout the application for assistance.



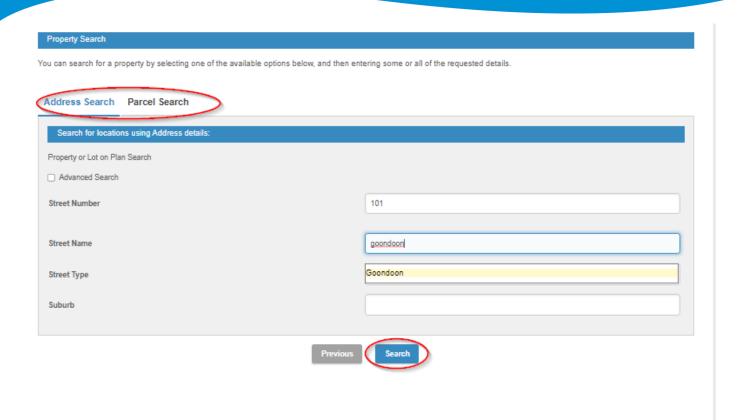
CUSTOMER USER GUIDE



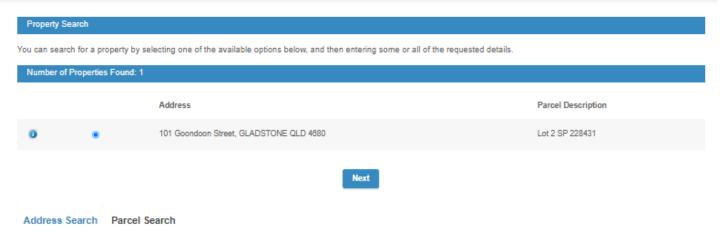
Select Property (address) or Parcel (lot on plan) at the top then enter the Address or Lot on Plan details for the property where the proposed work will be undertaken then select the 'Search' button.



CUSTOMER USER GUIDE



Choose the relevant property then select the 'Next' button



Complete the applicant details then select the 'Next' button.

NOTE: All of the fields marked with * are mandatory and you will be unable to proceed until these fields are completed.



CUSTOMER USER GUIDE

| * indicates that the field is mandatory. | | | | |
|--|---|----------|---|--|
| Add Name Details | | | | |
| This page allows you to enter | new information about a person's contact details. Onc | e the in | formation has been entered click the Next button to continue. | |
| Applicant Details | | | | |
| Surname • | | | testing | |
| Given Name * | | | testing | |
| Company Name | All Communications will be delivered by | | testing inc | |
| E-Mail Address * | email. Please ensure the email address entered is correct or you will not recieve notifications and responses | - | test@test.com | |
| Address Line 1 * | notifications and responses | | 101 Goondoon St | |
| Address Line 2 | | | | |
| Suburb * | | | GLADSTONE | |
| State Code * | | | QLD | |
| Postcode * | | | 4880 | |
| Phone (Mobile) * | | | 1111 222 333 | |
| Phone (Business Hours) | | | | |
| | Pre | vious | Next | |

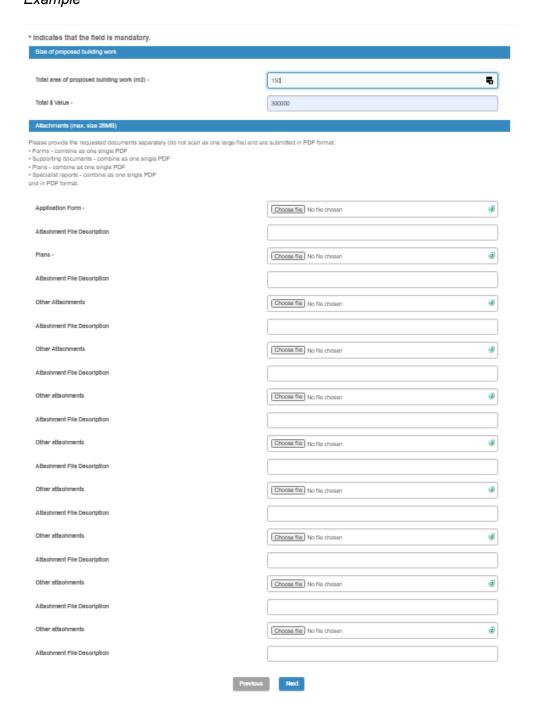


CUSTOMER USER GUIDE

Answer the fields on the form. The fields are relevant to each application type.

NOTE: All of the fields marked with * are mandatory and you will be unable to proceed until these fields are completed.

Example



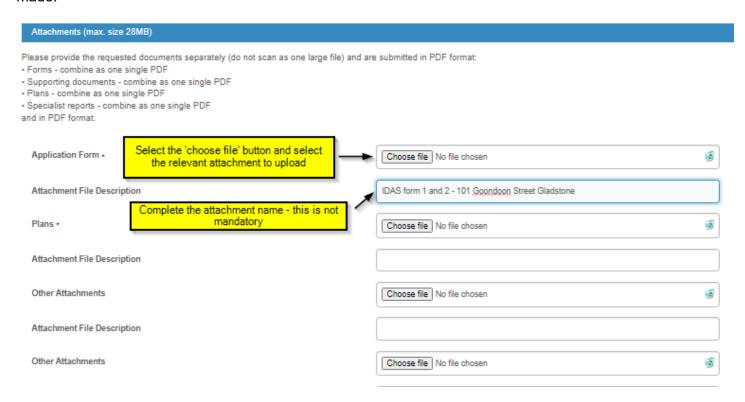
Attachments



Attachments max size is 28MB, they are accepted only in PDF format and applicants are required to upload the requested documents separately (do not scan as one large file) a suggestion as follows;

- Forms combine as one single PDF
- Supporting documents combine as one single PDF
- Plans combine as one single PDF

An application is not considered properly made until required information is provided and correct payment is made.



NOTE: Larger attachments may take a little while to upload. If the attachments are very large or your internet connection is poor, the system may 'timeout' and your application will not submit.

Once all mandatory fields are completed select the 'Next' button to continue.



What happens if my application won't submit due to large attachment files?

Applicants with large attachments or poor internet service may find their online application lodgement will timeout and an error message occurs. If this happens you can go back to your application by going to the online services home screen and selecting the Applications tab and Edit Application.



Select the relevant blue Date created link to reopen your application.

| Modify an incomplete online application lodgement. | | | | | |
|---|---------------------------|---|-----------------|--------|--|
| This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here. | | | | | |
| Date Created | Application Type | Location | Last Modified | Remove | |
| 18-10-2022 7:49 | Building Work - Class 10a | 101 Goondoon Street, GLADSTONE QLD 4680 | 18-10-2022 7:55 | × | |
| 18-10-2022 7:43 | Building Work - Class 10a | | 18-10-2022 7:45 | × | |

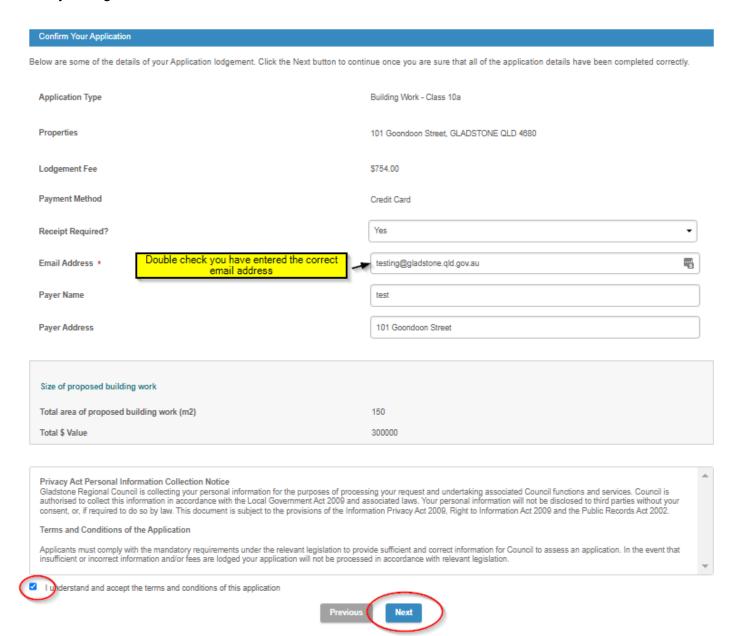
This takes you back to the last page you worked on, if the data was saved.

Upload each attachment one at a time. You can do this by uploading one document then select the 'next button, then arrow back to the attachment section and keep doing the same thing until all attachments are uploaded.



Once you have finished uploading attachments select the 'Next' Button, this will take you to a summary screen where you can review your application details and see the applicable lodgement fee.

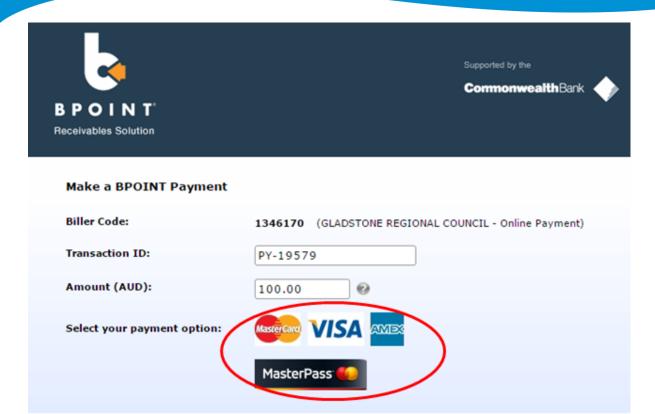
You are also prompted to read, understand and accept the terms and conditions of the application. This is done by ticking the small box under the terms and conditions then select the 'Next' button.



Once submitted this will take you to the payment gateway - Commonwealth Bank BPOINT. **NOTE:** Commonwealth bank requires it's users to have cookies enabled. For users that have high security settings, payments using this site may not be processed and result in an error message and your application will not process.

Select your payment option.

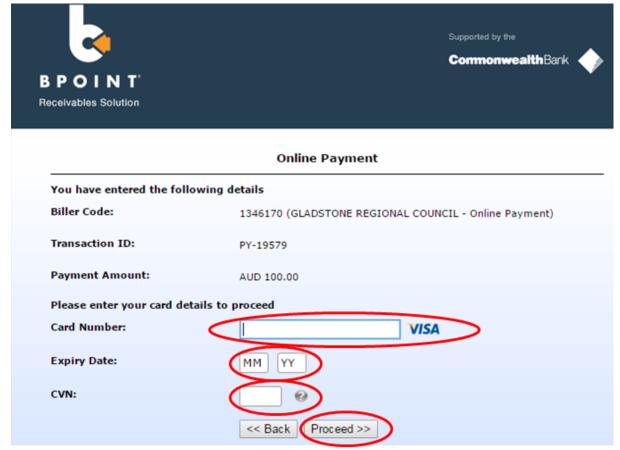




Enter the Credit Card number, Expiry Date, CVN then select the 'proceed' button.

NOTE: Do not exit out of payment until the successful payment message shows. Exiting out of payment while processing will result in an payment error message and the application will not submit.





A successful payment message will show a transaction and receipt number for reference, you will also receive a confirmation email.

Council will process your application as normal. For further assistance, Please contact Council on (07) 4970 0700.

Enquiring on Applications Online

There are 2 ways applicants can enquire on applications;

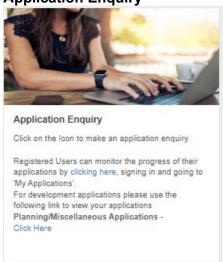
- Application Enquiry
- My Applications

Applicants or any public customer can search for an application using application enquiry however under the Privacy Act, there is very little information about the application that is made public.

If the applicant is a registered user with online services and they are the applicant linked to the application, they will be able to sign in and click on the 'My Applications' button and view almost all information about their application.



Application Enquiry



Customers can enquire on applications by going to online services homepage and selecting the Application Enquiry icon.

This will take you to a search screen with search fields

Enter the details of the application you wish search and select the 'Search' button.



The results will show the application number, the application class and type and the date it was lodged.



DA/105/2022

Application Number: DA/105/2022 Application Class: Planning

Application Type:

Reconfiguring a Lot - Code

Lodgement Date:

30/09/2022

DA/104/2022

Application Number: DA/104/2022 Application Class: Planning

Application Type:

Referral Agency Assessment

Lodgement Date: 29/09/2022

DA/103/2022

DA/103/2022 Application Class: Planning Application Type: Reconfiguring a Lot - Code Lodgement Date:

Application Number:

29/09/2022

DA/102/2022

Application Number: DA/102/2022 Application Class: Planning Application Type: Material Change of Use - Impact Lodgement Date: 29/09/2022

My Applications

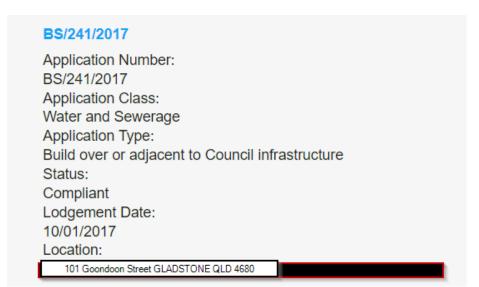
For applicants that are a registered user, they can go to online services homepage, Application Enquiry, click on the link provided, sign in and click on the 'My Applications' Icon.



CUSTOMER USER GUIDE



This page will show you all applications where you are the applicant.







Animal Registration

Click on the icon to register your animal.

NOTE: This is for New Animal Registrations only. To pay your registration renewal or lapsed registration - go to the Online Payment Icon.

New Animal Registration Online

Gladstone Region pet owners can register their animals online as a public user of the website and do not need to sign in or become a registered user to use this service.

NOTE: If the animal has been previously registered with Council, it should not be registered again. Simply update the animal details such as; new owner, new address etc by going to online services and click on the 'Update Animal Details' Icon. Council will contact you to advise you if the animal registration needs to be renewed.

For Animal registration renewals or lapsed registrations, go to payments select Animal Registration Renewal and enter the Animal reference number (this is on your animal registration renewal notice), contact Council on (07) 4970 0700, if you need assistance finding your animals reference number.

Customers will be asked to attach evidence of Desexing if they choose the desexed animal class when completing the online registration form. If evidence is not attached the animal registration will be put on hold until proof is provided.

Once an Animal registration is submitted to Council, an officer will process the application and the customer will be provided a registration confirmation and registration tag in the mail. Registration is not approved until the application for registration is properly made.

To register your animal online visit www.gladstone.qld.gov.au/OnlineServices.



CUSTOMER USER GUIDE

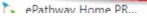








online.gladstone.qld.gov.au/ePathway/eProd/Web/Default.aspx





Pathway Home TR...



A Information System.

Select the 'Animal Registration' Icon



A SIGN IN REGISTER GRC HOM

Home

Other



4970 0700 at any time of day or night.

To lodge a request to change your address - Click Here



go to the Online Payment Icon.



Update Animal Details

Click on the icon to edit your partially entered online registration or update Animal details such as:

- Changed address:
- Moved council location:
- Passed away;
- Changed ownership;
- Update desexing/microchip details;
- Request for replacement registration tag.



Bin Collection Day

Search for a Property and view the garbage bin collection day on Council's mapping system.



Applications

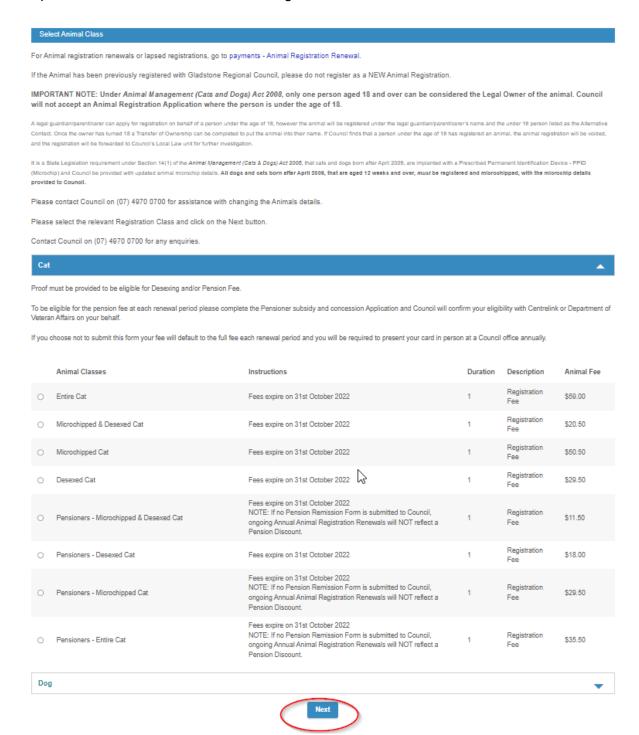
Click on the icon to lodge an application. There are many Application types available, such as;

- Lilley's beach vehicle permits,
- Building and plumbing,
- Development applications
- Driveways, Works on Roads,
- Water Services Applications,
- Cemetery Applications,
- Council Searches (Registered Users Only)

Select the relevant animal type (dog, cat) to expand the class list to select then select the 'next' button.



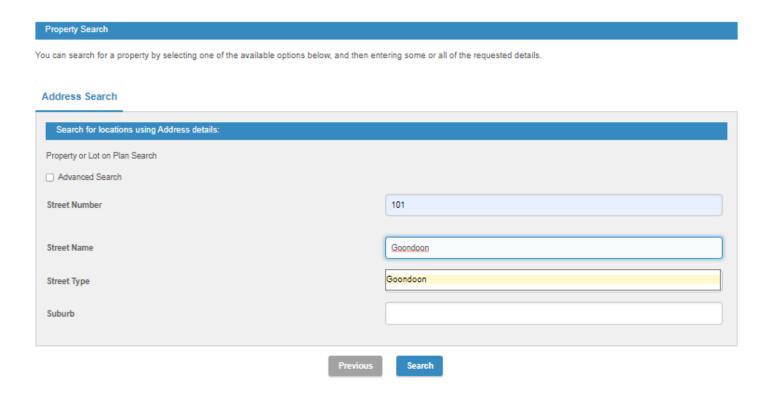
NOTE: If selecting Pension class, you will be requested to provide Pension details. If selecting the Microchip class you will be asked to provide the Microchip number and if selecting the Desexing class you will be requested to attach evidence of Desexing.



Enter the address of where the animal is being registered to. (Sometimes this is different to the address of the owner). Select the 'Search' button.



CUSTOMER USER GUIDE

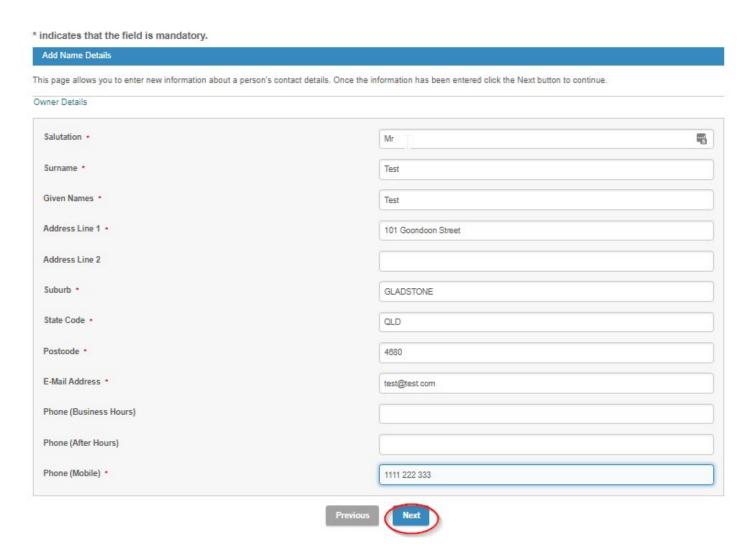


Select the relevant address then select the 'Next' button.





Enter the animal owner details then select the 'Next' button.

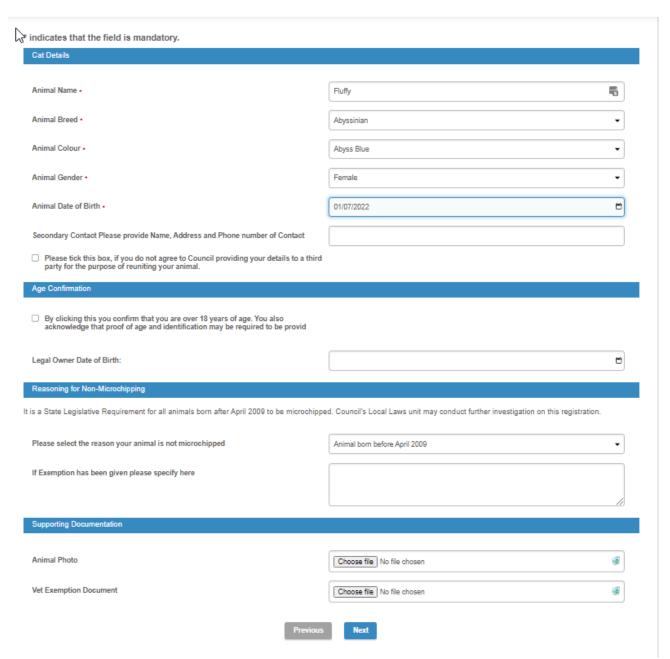


NOTE: It is important to ensure the email address provided is correct. This is where email notifications from Council about your Animal registration will be sent.



CUSTOMER USER GUIDE

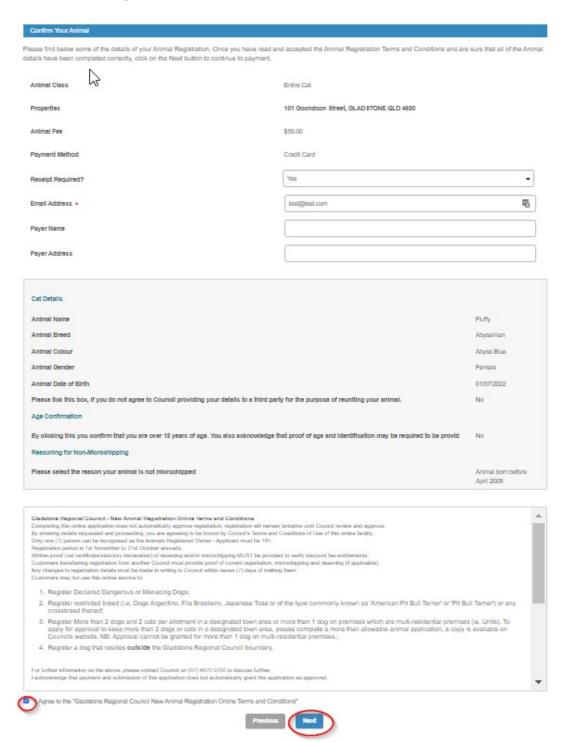
Complete the animal details. Any field with an * next to them are mandatory and must be completed in order for the application to be submitted successfully. Attach the required documentation and select the 'Next' button once details are complete.





CUSTOMER USER GUIDE

This is a summary page of the animal registration. Also there are Terms and Conditions that are important to read and understand. Once you have read and understood the Terms and Conditions tick the small box at the bottom of the page then select the 'Next' button.

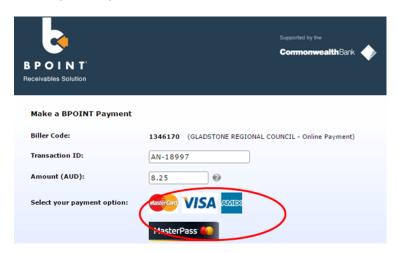


Once submitted this will take you to the payment gateway - Commonwealth Bank BPOINT.



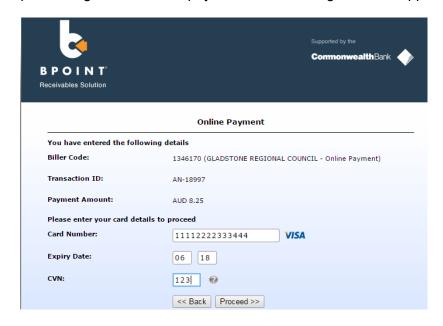
NOTE: Commonwealth bank requires it's users to have cookies enabled. For users that have high security settings, payments using this site may not be processed and result in an error message and your application will not process.

Select your payment option.



Enter the Credit Card number, Expiry Date, CVN then select the 'proceed' button.

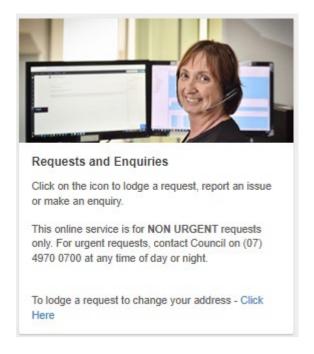
NOTE: Do not exit out of payment until the successful payment message shows. Exiting out of payment while processing will result in a payment error message and the application will not submit.



A successful payment message will show a transaction and receipt number for reference, you will also receive a confirmation email.

Council will process your animal registration as normal and you will receive a registration confirmation letter and registration tag in the mail. For further assistance, Please contact Council on (07) 4970 0700.





Lodging a Customer Service Request Online

Customers can use this online service to lodge a request, report an issue or make an enquiry.

This online service is for **NON URGENT** requests only. For urgent requests, contact Council on (07) 4970 0700 at any time of day or night.

Customer can lodge a request online as a public user of the website and do not need to sign in or become a registered user to use this service. However registered users can sign in and monitor the progress of their customer service requests (CSR).

To lodge a Customer Service request online visit www.gladstone.qld.gov.au/OnlineServices.

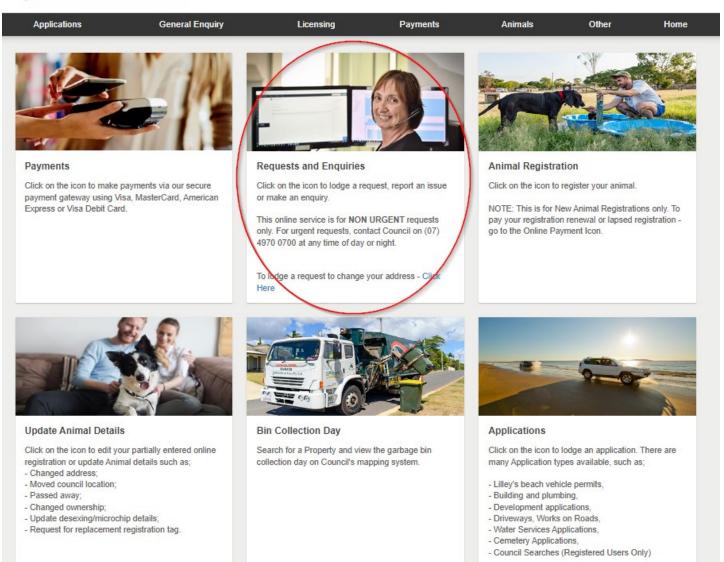


Click on the 'Requests and Enquiries' Icon. There will be a small wait while the page loads.



A SIGN IN REGISTER GRC HOME





Select the request type that best matches your request/enquiry.

NOTE: Please take care not to select the Administrative Action Complaint if you are making an enquiry or a request. An Administrative Action Complaint is not a request for service or information. It is a complaint about an action or decision of Council.



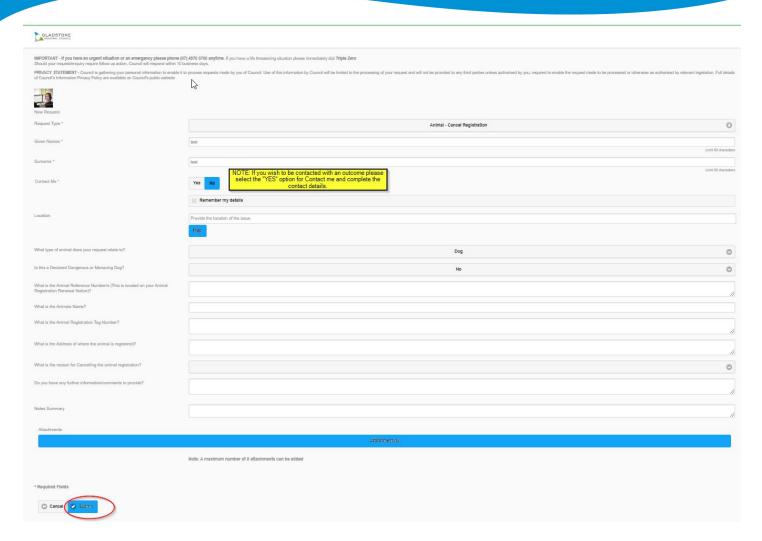


| Animal - Registrati | | | | |
|---------------------|------------------------------|-------|--|--|
| | on Replacement Tag | | | |
| Animal - Report a | Barking Dog | | | |
| Animal - Report a | Swooping Magpie | | | |
| Animal - Report ar | Animal Nuisance | | | |
| Animal - Update D | esexing or Microchip Details | S | | |
| Baiting Campaign | Registration | | | |
| Cemetery - Grave | Location Search | | | |
| Cemetery - Reque | sts and Enquiries | | | |
| Conservation Coa | stal Fox Sighting Report | | | |
| ootpaths and Cyc | leways - Minor Repair / Re | quest | | |
| llegal Dumping - F | Report Illegal Dumping | | | |
| icence - Request | Information Regarding a Li | cence | | |
| Other - Administra | ive Action Complaint | | | |
| Other - Complime | t or Feedback | | | |

Complete the questions. The questions with an * are mandatory.

Please be mindful that for customers that don't provide name and address details, Council will not be able to contact you to get further information. Further to this, if sufficient information has not been provided, Council will be unable to proceed with the enquiry/request.





Once submitted a confirmation screen with the allocated CSR number displayed. Keep this number as your reference.



Enquiring on CSR progress using My Requests

Customers can check the status of their request anytime by clicking on the "My Requests" button on the City Watch homepage.

Once a CSR has been completed, a pop up screen will come up when the customer goes to City Watch homepage.



This information is cached in your internet browsing history. If you have cleared your browser history your CSR will not show. If this occurs, you can sign if (if you are a registered user) and view your CSR progress as a registered user. Alternatively contact Council on (07) 4970 0700 and quote your CSR number.

| Jpda | ted Information |
|------|--------------------------------------|
| Requ | est number 316804 has been completed |
| | Close |





Searching Bin Collection Day

To search your Bin Collection Day visit www.gladstone.qld.gov.au/OnlineServices.



Select the 'Bin Collection Day' Icon.



ason in Register GRC HOME



Applications General Enquiry Licensing Payments Animals Other Home



Payments

Click on the icon to make payments via our secure payment gateway using Visa, MasterCard, American Express or Visa Debit Card.



Requests and Enquiries

Click on the icon to lodge a request, report an issue or make an enquiry.

This online service is for NON URGENT requests only. For urgent requests, contact Council on (07) 4970 0700 at any time of day or night.

To lodge a request to change your address - Click



Animal Registration

Click on the icon to register your animal.

NOTE: This is for New Animal Registrations only. To pay your registration renewal or lapsed registration go to the Online Payment Icon.



Update Animal Details

Click on the icon to edit your partially entered online registration or update Animal details such as;

- Changed address;
- Moved council location;
- Passed away;
- Changed ownership;
- Update desexing/microchip details;
- Request for replacement registration tag.



Bin Collection Day

Search for a Property and view the garbage bin collection day on Council's mapping system.



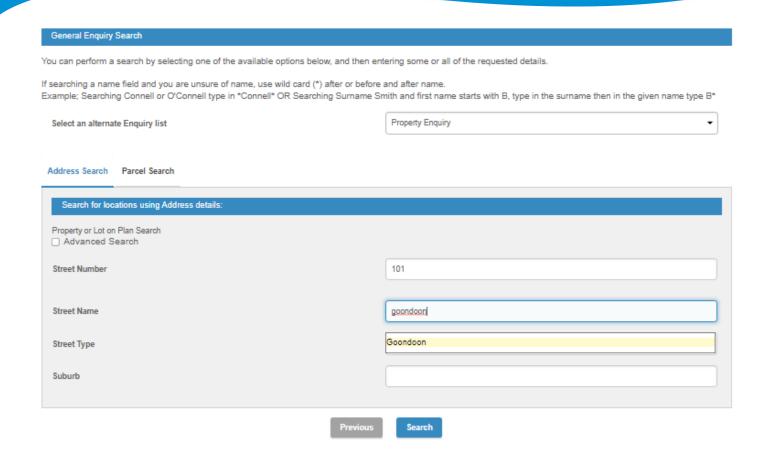
Applications

Click on the icon to lodge an application. There are many Application types available, such as;

- Lilley's beach vehicle permits,
- Building and plumbing,
- Development applications,
- Driveways, Works on Roads,
- Water Services Applications,
- Cemetery Applications,
- Council Searches (Registered Users Only)

Enter the property address for the Bin Collection the select the "search' button

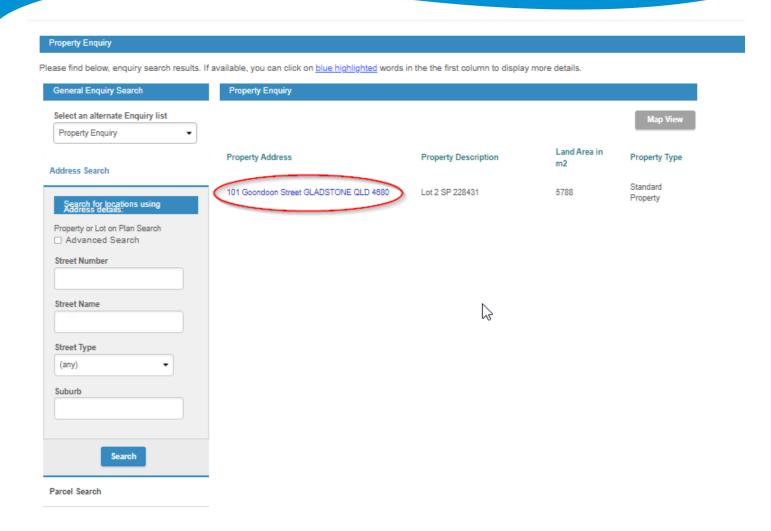




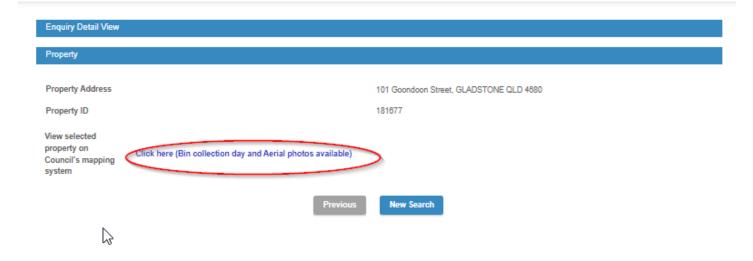
Click on the property address with the blue link



CUSTOMER USER GUIDE



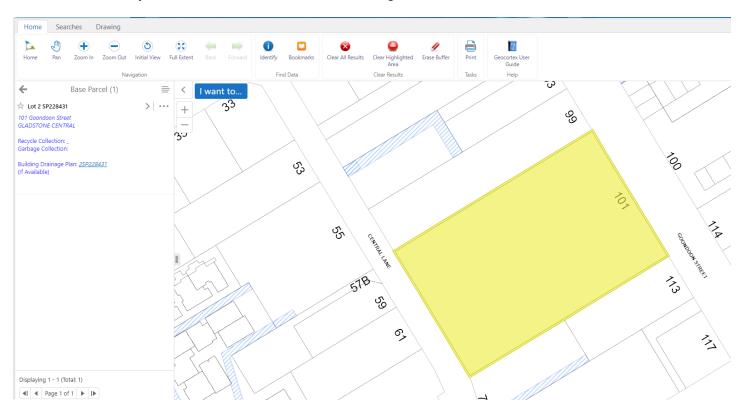
Click on the blue link





CUSTOMER USER GUIDE

Your property will show in Councils mapping system with links on the left hand side to your collection day and which week the recycle bin service is. Click on the Garbage service link for dates







Licences Online

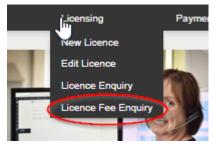
Customers can lodge the following licences online with Council;

- Food Licence
- Temporary Food Stalls
- Transfer of Licence
- Amendment of Licence
- Commercial Activity
- Skin Penetration
- Water/sewerage
- Health Compliance Searches (Registered Users Only)

A customer can lodge any of the above applications as a public user of the website and does not need to become a registered user. However it is easier to track the progress of your licence if you are a registered user.

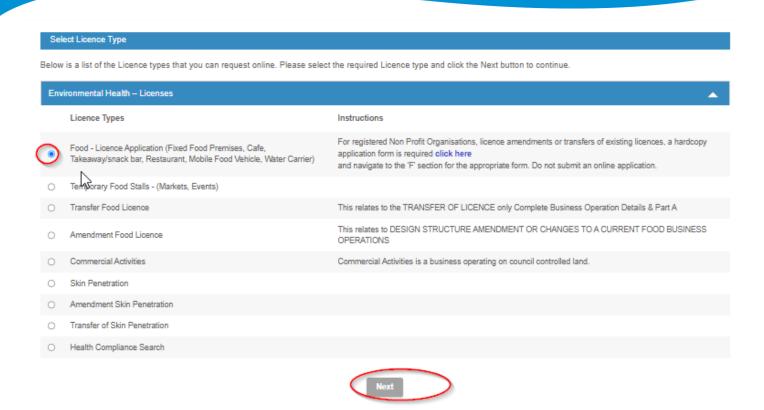
Licence Fee Enquiry

Applicants can enquire on fees by going to the Licence Fee Enquiry menu option.



Select the licence type then select the 'Next' button. Use the arrow to the right of each heading to expand and see the applicable applications available





Enter the details requested then select the 'Next' button

A fee estimate will show on the screen.

IMPORTANT NOTE: The fee calculation is generated based on the information entered and is an estimate only. Some licence types are not payable upon lodgement therefore the fee enquiry will show as \$0, this is not indicative of the licence fee and you are required to Contact Council.

| Licence Fee | | | | | |
|---|----------|--|--|--|--|
| The fee calculated for the Licence details you have entered is shown below. | | | | | |
| Licence Type Food - Licence Application (Fixed Food Premises, Cafe, Takeaway/snack bar, Restaurant, Mobile Food Vehicle, Water Carrier) | | | | | |
| Licence Fee | \$690.00 | | | | |



Lodging a Licence

To lodge an application visit www.gladstone.qld.gov.au/OnlineServices.



NOTE: Before commencing your online licence lodgement;

Most licences require mandatory attachments (PDF) to be submitted with the licence. Your licence will not be accepted online without these attachments.

Select the Licensing Icon or tab and follow the prompts.



CUSTOMER USER GUIDE



Payments

Click on the icon to make payments via our secure payment gateway using Visa, MasterCard, American Express or Visa Debit Card.



Requests and Enquiries

Click on the icon to lodge a request, report an issue or make an enquiry

This online service is for NON URGENT requests only. For urgent requests, contact Council on (07) 4970 0700 at any time of day or night.

To lodge a request to change your address - Click Here



Animal Registration

Click on the icon to register your animal.

NOTE: This is for New Animal Registrations only. To pay your registration renewal or lapsed registration go to the Online Payment Icon.



Update Animal Details

Click on the icon to edit your partially entered online registration or update Animal details such as;

- Changed address:
- Moved council location;
- Passed away;
- Changed ownership;
- Update desexing/microchip details;
- Request for replacement registration tag.



Bin Collection Day

Search for a Property and view the garbage bin collection day on Council's mapping system.



Applications

Click on the icon to lodge an application. There are many Application types available, such as;

- Lilley's beach vehicle permits,
- Building and plumbing,
- Development applications,
- Driveways, Works on Roads,
- Water Services Applications,
- Cemetery Applications, Council Searches (Registered Users Only)



Application Enquiry

Click on the Icon to make an application enquiry.

Registered Users can monitor the progress of their applications by clicking here, signing in and going to 'My Applications'.

For development applications please use the following link to view your applications Planning/Miscellaneous Applications -

Licensing

Click on the Icon to lodge a licence application. There are many Application types available, such as;

- Food Licence.
- Temporary Food Stalls, vansfer of Licence,
- Amendment of Licence,
- nercial Activity,
- Health Compliance Searches(Registered Users Only)



Licensing Enquiry

Click on the icon to make a licensing enquiry.

Registered Users can monitor the progress of their licences by clicking here, signing in and going to 'My Licences'.

Choose licence type by using the arrow to the right of each respective heading then clicking in the circle and answer questions. Refer to instructions throughout the licence for assistance.



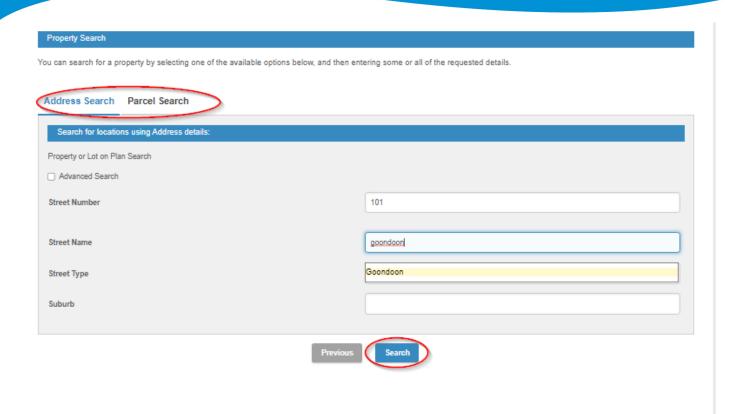
| Sele | Select Licence Type | | | | | | |
|-------|---|---|--|--|--|--|--|
| Below | elow is a list of the Licence types that you can request online. Please select the required Licence type and click the Next button to continue. | | | | | | |
| Envi | Environmental Health – Licenses | | | | | | |
| | Licence Types | Instructions | | | | | |
| 0 | Food - Licence Application (Fixed Food Premises, Cafe, Takeaway/snack bar, Restaurant, Mobile Food Vehicle, Water Carrier) | For registered Non Profit Organisations, licence amendments or transfers of existing licences, a hardcopy application form is required click here and navigate to the 'F' section for the appropriate form. Do not submit an online application. | | | | | |
| 0 | Temporary Food Stalls - (Markets, Events) | | | | | | |
| 0 | Transfer Food Licence | This relates to the TRANSFER OF LICENCE only Complete Business Operation Details & Part A | | | | | |
| 0 | Amendment Food Licence | This relates to DESIGN STRUCTURE AMENDMENT OR CHANGES TO A CURRENT FOOD BUSINESS OPERATIONS | | | | | |
| 0 | Commercial Activities | Commercial Activities is a business operating on council controlled land. | | | | | |
| 0 | Skin Penetration | | | | | | |
| 0 | Amendment Skin Penetration | | | | | | |
| 0 | Transfer of Skin Penetration | | | | | | |
| 0 | Health Compliance Search | | | | | | |



Select Property (address) or Parcel (lot on plan) at the top then enter the Address or Lot on Plan details for the property where the proposed work will be undertaken then select the 'Search' button.



CUSTOMER USER GUIDE



Choose the relevant property then select the 'Next' button

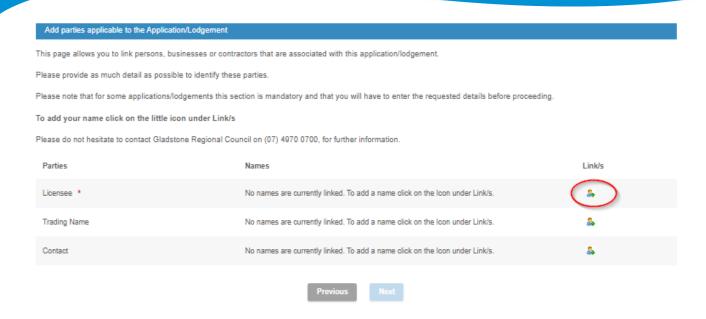


Complete the licensee details then select the 'Next' button.

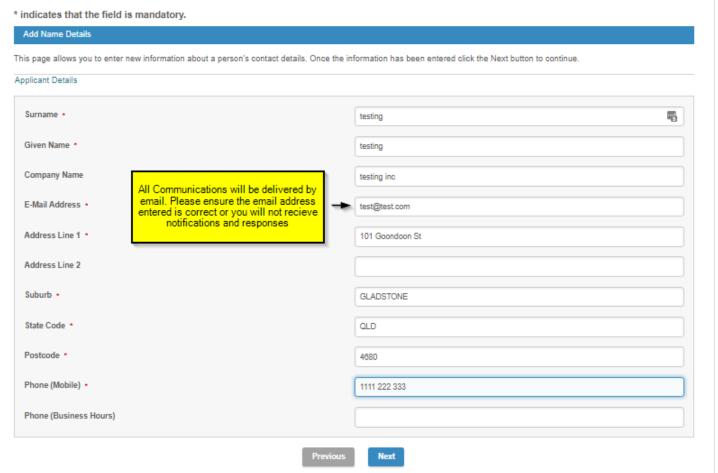
Pick the Link/s button beside the respective name to enter the details



CUSTOMER USER GUIDE



NOTE: All of the fields marked with * are mandatory and you will be unable to proceed until these fields are completed.



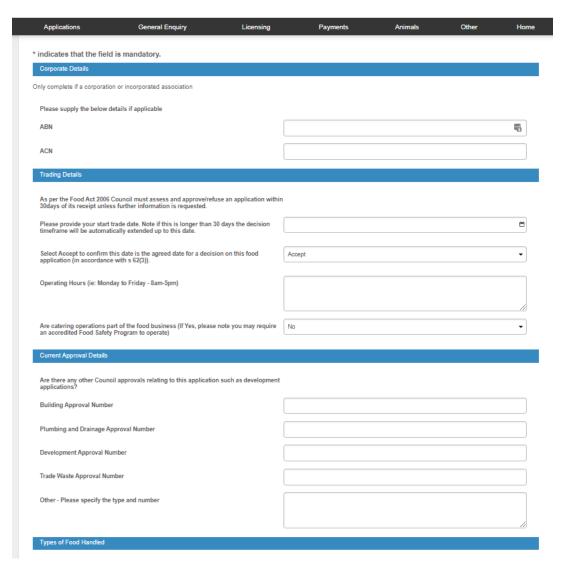


CUSTOMER USER GUIDE

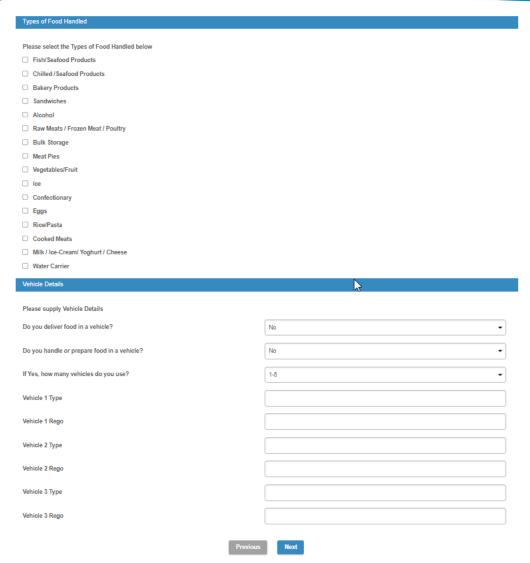
Answer the fields on the form. The fields are relevant to each application type.

NOTE: All of the fields marked with * are mandatory and you will be unable to proceed until these fields are completed.

Example







Attachments

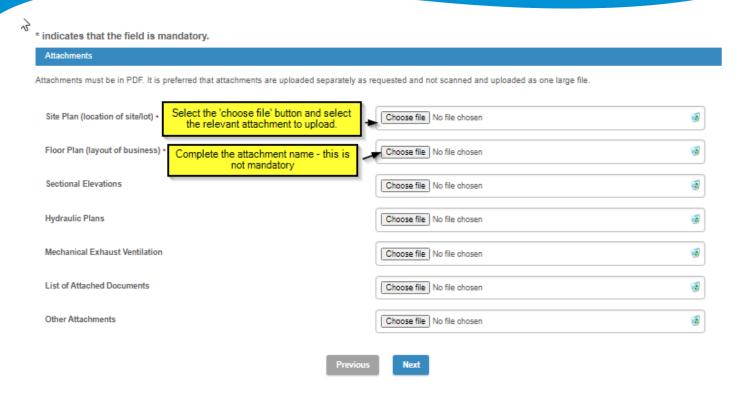
Attachments max size is 28MB, they are accepted only in PDF format and applicants are required to upload the requested documents separately (do not scan as one large file) a suggestion as follows;

- Forms combine as one single PDF
- Supporting documents combine as one single PDF
- > Plans combine as one single PDF

A licence is not considered properly made until required information is provided and correct payment is made.



CUSTOMER USER GUIDE



NOTE: Larger attachments may take a little while to upload. If the attachments are very large or your internet connection is poor, the system may 'timeout' and your application will not submit.

Once all mandatory fields are completed select the 'Next' button to continue.



What happens if my licence won't submit due to large attachment files?

Licences with large attachments or poor internet service may find their online application lodgement will timeout and an error message occurs. If this happens you can go back to your application by going to the online services home screen and selecting the Licensing tab and Edit Licence.



Select the relevant blue Date created link to reopen your licence.



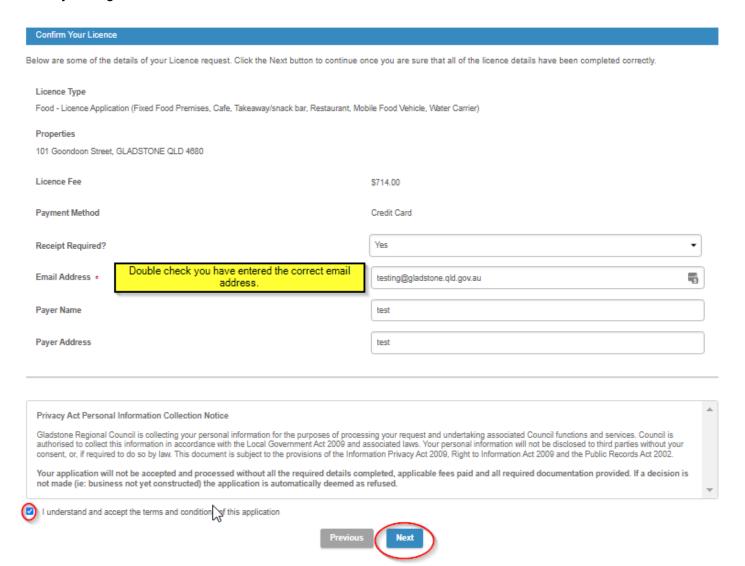
This takes you back to the last page you worked on, if the data was saved.

Upload each attachment one at a time. You can do this by uploading one document then select the 'next button, then arrow back to the attachment section and keep doing the same thing until all attachments are uploaded.



Once you have finished uploading attachments select the 'Next' Button, this will take you to a summary screen where you can review your application details and see the applicable lodgement fee.

You are also prompted to read, understand and accept the terms and conditions of the application. This is done by ticking the small box under the terms and conditions then select the 'Next' button.

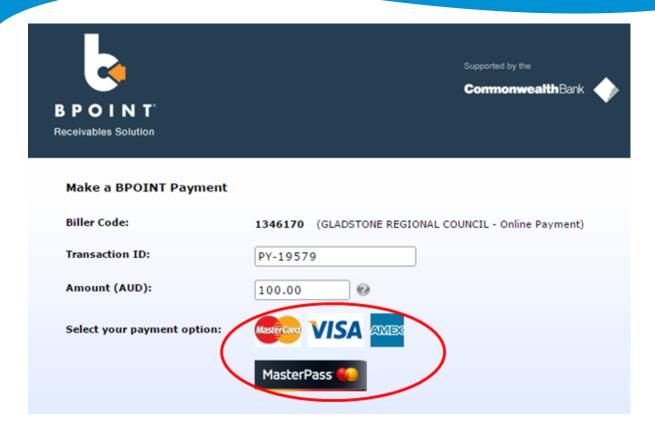


Once submitted this will take you to the payment gateway - Commonwealth Bank BPOINT.

NOTE: Commonwealth bank requires it's users to have cookies enabled. For users that have high security settings, payments using this site may not be processed and result in an error message and your licence will not process.

Select your payment option.

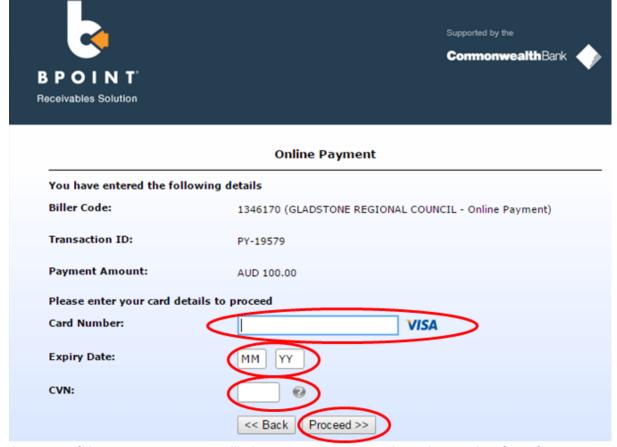




Enter the Credit Card number, Expiry Date, CVN then select the 'proceed' button.

NOTE: Do not exit out of payment until the successful payment message shows. Exiting out of payment while processing will result in an payment error message and the licence will not submit.





A successful payment message will show a transaction and receipt number for reference, you will also receive a confirmation email.

Council will process your licence as normal. For further assistance, Please contact Council on (07) 4970 0700.

Enquiring on Licenses Online

There are 2 ways licensees can enquire on applications;

- Licence Enquiry
- My Licenses

Licensees or any public customer can search for a licence using licence enquiry however under the Privacy Act, there is very little information about the licence that is made public.

If the licensee is a registered user with online services and they are the licensee linked to the licence, they will be able to sign in and click on the 'My Licences' button and view almost all information about their licence.



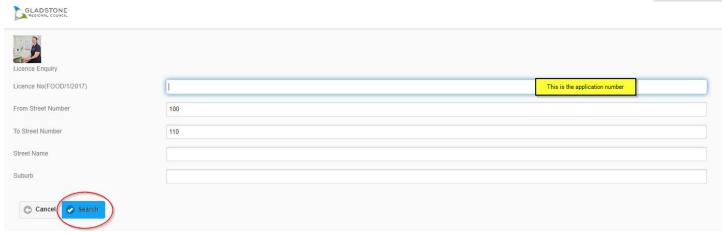
Licensing Enquiry



Customers can enquire on licences by going to online services homepage and selecting the Licensing Enquiry icon.

This will take you to a search screen with search fields

Enter the details of the licence you wish search and select the 'Search' button.



The results will show the licence number, the licence class and type and the date it was lodged.



CUSTOMER USER GUIDE

FOOD-857-2022

Licence Number: FOOD-857-2022 Licence Class: Health Licence Type: Food Premises Issue Date: 06/10/2022

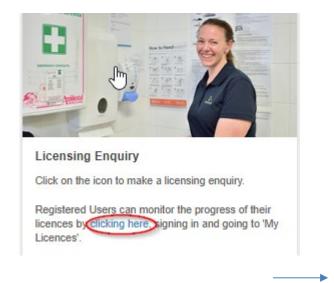
Lodgement Date: 23/09/2022

FOOD-837-2021

Licence Number: FOOD-837-2021 Licence Class: Health Licence Type: Food Premises Issue Date: 13/09/2022 Lodgement Date: 14/09/2021

My Licences

For licensees that are a registered user, they can go to online services homepage, Licensing Enquiry, click on the link provided, sign in and click on the 'My Licensing' Icon.



My Licences

This page will show you all applications where you are the applicant.

Sign in



CUSTOMER USER GUIDE

TEFOOD-12-2018

Licence Number: TEFOOD-12-2018 Licence Class:

Health

Licence Type:

Temporary Food Stalls

Status: Withdrawn Issue Date: Location:



101 Goondoon Street, GLADSTONE QLD 4680

Lodgement Date: 14/05/2018

TEFOOD-11-2018

Licence Number: TEFOOD-11-2018 Licence Class:

Health

Licence Type:

Temporary Food Stalls

Status: Cancelled Issue Date: 11/05/2018 Location:

101 Goondoon Street, GLADSTONE QLD 4680

Lodgement Date: 04/05/2018